



# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 30]

भोपाल, शुक्रवार, दिनांक 22 जुलाई 2016—आषाढ़ 31, शक 1938

## भाग ४

### विषय-सूची

- |                            |                               |                                  |
|----------------------------|-------------------------------|----------------------------------|
| (क) (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद् के अधिनियम.            |
| (ग) (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

### उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 13 जुलाई 2016

क्र. आर-265-टीएल-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 के अनुक्रम में सिम्बायसिस यूनिवर्सिटी आफ एप्लाईड साइंसेस, इन्दौर के प्रथम अध्यादेश क्र. 01 से 21 तक राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01 से 21 तक

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

## Symbiosis University of Applied Sciences

### Ordinance No. 1 of 2016

#### FACULTIES AND SCHOOLS OF THE UNIVERSITY

The University shall have the following Faculties and Schools and will offer programs as mentioned below.

Sr. No.	Faculty	School	Programs
1	Faculty of Engineering and Technology	School of Automobile and Manufacturing Engineering	• Bachelor of Technology in Automobile Engineering
			• Bachelor of Technology in Manufacturing Engineering
		School of Construction Engineering & Infrastructure Management	• Bachelor of Technology in Construction Engineering & Management
		School of Computer Science and Information Technology	• Bachelor of Technology in Computer Science and Information Technology
2	Faculty of Management	School of Retail Management	• Bachelor of Business Administration in Retail Management
		School of Banking, Financial Services and Insurance Management	• Bachelor of Business Administration in Banking, Financial Services and Insurance Management

The University shall also have the following constituents:

1. A 'School of Open & Distance Learning & Continuing Education' which shall offer courses and programs across a variety of domains and disciplines in order to 'reach the unreached',
2. A 'Community College' which shall offer short term skill based courses in local trades to women, youth, school drop outs, working population and under privileged,
3. A 'School of Interdisciplinary Sciences' which shall offer various courses and programs which are inter disciplinary in nature and which shall be useful to shape the personalities, character, health, values and confidence of the students.

4. Each School will also offer several short term skill based certificate and diploma programs, relevant to the need of the Industry. The students will have the option to undertake stand-alone skill based certificate & diploma programs, accumulate and transfer those credits to obtain a formal certification/degree over a period of time.

Other Faculties, Schools and Programs shall be created as per the decision of the Academic Council, Board of Management and upon approval of the Governing Body of the University, subject to the approval of the M. P. Private University Regulatory Commission.

## Symbiosis University of Applied Sciences

### Ordinance No. 2 of 2016

#### ADMISSION, ENROLMENT AND MIGRATION

##### 1. DEFINITIONS:

In this Ordinance, unless there is anything repugnant in the subject or context;

1.1 "**Equivalent**" examination means an examination which has been conducted by;

- Any recognized Board of Higher Secondary Education, or
- Any Indian University /Board other than this University incorporated by any law in force for the time being and recognized by this University as equivalent to its corresponding examination.
- Any other foreign qualifications considered equivalent by the appropriate authority.

1.2 "**Qualifying examination**" means an examination, the passing of which makes a student eligible for admission to a particular year in a program of study leading to Bachelors, Post-Graduate Degree, Diploma or Certificate of Symbiosis University of Applied Sciences.

1.3 "**NRI student**" means a student who is an Indian passport holder or dual citizen and has passed his/her last qualifying examination abroad.

1.4 "**International student**" means a student who does not hold a valid Indian passport.

##### 2. ADMISSION PROCEDURE:

2.1 Admission to various courses/programs of study at the University shall be made strictly on the basis of merit and as per the policies laid down by the University, State Government and / or the regulatory bodies in this regard from time to time.

2.2 Merit for admission in the University may be determined either on the basis of marks or grade in the qualifying examination and / or achievements in co-curricular and extra-curricular activities and / or on the basis of marks or grade obtained in the entrance test conducted by the University or at the State or National Level or as per the norms, if any of the Regulatory Bodies from time to time.

2.3 The application for admission may be accompanied by the required forms/certificates or other documents as defined by the University for various courses/programs of study from time to time.

2.4 Admissions and seats for various special categories of students shall be as per the policies laid down by the State Government or the University from time to time.

2.5 Late admissions, if any, shall be as per the policies laid down by the University and School / Department / College from time to time.

2.6 Entry level qualification for admission to various courses/programs of study at the University shall be as per the rules, regulations, procedures and norms prescribed by the University, regulatory bodies and / or State government from time to time.

2.7 Lateral entry, as applicable, for various courses/programs of study at University shall be as per the rules, regulations and procedures prescribed by the University and / or regulatory bodies from time to time.

2.8 Admission process as framed by the University from time to time shall be applicable for admission to all courses/programs.

### 3. NRI & INTERNATIONAL STUDENTS:

3.1 The policy for the admissions of NRI and International students shall be as defined by the University for its various courses/programs from time to time.

3.2 International students shall follow and comply with the enrollment process and fee structure as defined by the University from time to time.

### 4. TRANSFER OF STUDENT:

A student may be permitted to migrate from one discipline of study to another discipline in this University or transfer credits as per the policies of the University laid down in this regard and subject to fulfilment of any other requirements & procedure laid down by the University from time to time.

### 5. DISCIPLINE:

5.1 Every student in the University shall at all times be of good behaviour, show diligence in study, maintain decorum and dignity, take interest in co-curricular activities and observe all rules of discipline of the University.

5.2 When a student has been found guilty of breach of discipline within or outside the precincts of the University or is persistently absent, the Director of School / Dean / HoD with the approval of Vice- Chancellor, may take suitable action as per the provisions of Ordinance no. 8 or as per the directions of the Vice Chancellor.

### 6. ENROLMENT OF STUDENTS:

6.1 A person, who has been admitted to the University as per the prescribed eligibility of a

particular course/program shall be enrolled as a student of the University by the Registrar.

6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed format and shall be accompanied by prescribed documents, enrolment fees and late fees if applicable.

6.3 The enrolment fee and late fee, paid by a student shall be non-refundable under any circumstances.

6.4 No person, who is under sentence of expulsion or rustication from another University shall be admitted to any program of study during the period for which the sentence of expulsion/rustication is in operation.

6.5 A student who is enrolled at the University may apply for a change/correction in his / her name or surname to the Registrar of the University with the prescribed fee (non-refundable) and shall have to follow the prescribed procedure and prevailing rules and regulations as per the law and those laid down by the University in this regard from time to time.

## **7. MIGRATION:**

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds, however, the migration to professional colleges will be governed by prevailing rules and regulations of the University and / or regulatory bodies.

## **Symbiosis University of Applied Sciences**

### **Ordinance No. 3 of 2016**

#### **SCHOOL OF AUTOMOBILE & MANUFACTURING ENGINEERING**

The School of Automobile & Manufacturing Engineering will offer a range of Certificate, Diploma and Degree programmes in line with the industry requirement. The curriculum has been designed in consultation with the industry to ensure that the students are job ready and employable on completion of the course from the University. Each course within the programme is modular and credit based. Learning outcomes and skill competency levels expected from students have been clearly define. Duration of the program shall be four years and validity shall be seven years or as defined by the concerned regulatory body from time to time.

The Programme structure allows multi-entry & multi-exit facility to students. The policy for multi-entry & exit shall be prescribed by the statutory bodies of the University from time to time.

Vertical mobility will be provided from certificate to degree programs to provide career progression from one job role to the next. The students will have the option to accumulate and transfer credits to relevant programs of the University over a period of time. The policy for Credit Banking and Transfer will be prescribed by the by the statutory bodies of the University from time to time.

Teaching learning will focus on hands on practical training. The learning will organized to integrate practical training into day to day lectures. Teaching learning methods for all the programs shall include class room teaching, assignment, viva voce, lab work, skill training, seminar, project work, summer training, internships, industrial semesters, field work, presentation, group discussion etc.

Evaluation methodology will comprise combination of formative and summative assessments.

An important component of evaluation system shall be the skill assessment of students. For each module, within the program there shall be a skill set clearly defined. The students will be required to master that skill to move to the next level.

Programmes offered by the School of Automobile & Manufacturing Engineering in the Automobile Sector are:-

S. No	Name of Programme
1.	<b>B. Tech in Automobile Engineering</b> (Manufacturing, Design & Testing, Mechatronics)
2.	a) Diploma in Auto Mechatronics b) Diploma in Auto Design c) Diploma in Vehicle Testing d) Diploma in Auto Technician (Basic & Advance) e) Diploma in Auto Sales & Insurance f) Diploma in Quality Control
3.	a) Certificate in Mechatronics (Basic & Advance) b) Certificate in Vehicle Testing (Basic) c) Certificate in Engine Testing d) Certificate in IC Engines e) Certificate in Product Development f) Certificate in MATLAB / Simulink g) Certificate in CAD/CAM h) Certificate in Regulatory Compliances i) Certificate in Reliability Engineering j) Certificate in Safety

### Program Objective of B. Tech in Automobile Engineering

First two years build a strong foundation of mathematics, material science, applied physics, engineering drawing, computer science, applied mechanics, basics of electronics, engines, manufacturing etc. It also builds an understanding of the automobile sector as a whole. After 2 years there is one semester of Industrial Training in the area in which the student wants to specialize. First four semesters also include laboratory work. Depending on the stream of specialization appropriate lab classes are planned. Students also have an access to the workshop where the automobile vehicles and components including engine and its parts are displayed, thereby helping the student to get familiarized with the vehicles and components, their functions, and location in the automobile assembly. Semesters 6 & 7 include specialized subjects depending on the stream being pursued. Students are also given a flavour of quality engineering, auto product development, manufacturing processes which have become key factors in successful execution of products in the industrial environment. Syllabus includes subjects of contemporary and emerging technologies, like electric drive and controls, fuel cells. Engineering tools like MATLAB and Simulink are a part of the curriculum. Overall the course

is structured in a way to give a well-rounded knowledge and practical training to the student on which he can build further and become a valuable contributor in the professional world.

**The Certificate, Diploma and Degree programmes in Manufacturing sector are:-**

S. No	Name of Programme
1.	<b>B. Tech in Manufacturing Engineering</b> (Tool and Die Making, Machine Tool Design, Industrial Engineering)
2.	<ul style="list-style-type: none"> <li>a) Diploma in Machinist</li> <li>b) Diploma in Tool Making</li> <li>c) Diploma in Tool Design</li> <li>d) Diploma in Machine Maintenance</li> <li>e) Diploma in Quality Control</li> <li>f) Diploma in Mechatronics</li> </ul>
3.	<ul style="list-style-type: none"> <li>a) Certificate in Mechatronics (Basic &amp; Advance)</li> <li>b) Certificate in Industrial Automation</li> <li>c) Certificate in Hydraulics &amp; Pneumatics</li> <li>d) Certificate in Machine Operations</li> <li>e) Certificate in CAE/CAD</li> <li>f) Certificate in Robotics</li> </ul>

### **Program Objective of B. Tech in Manufacturing Engineering**

First two years build a strong foundation of mathematics, material science, applied physics, engineering drawing, computer science, applied mechanics, basics of electronics, engines, manufacturing etc. It also builds an understanding of the manufacturing sector as a whole. After 2 years there is one semester of Industrial Training in the area in which the student wants to specialize. First four semesters also include laboratory work. Depending on the stream of specialization appropriate lab classes are planned. Students will have extensive lab work in Manufacturing Workshop covering both traditional and non- traditional manufacturing processes. Semesters 6 & 7 include specialized subjects focussing on Machine designing, Tool & Die Making and Industrial Engineering. Students are given a flavour of quality engineering, design for manufacturing and assembly manufacturing processes, manufacturing management, digital factory. Overall the course is structured in a way to give a well-rounded knowledge and practical training to the student on which he can build further and become a valuable contributor in the professional world. Duration of the program shall be four years and validity shall be seven years or as defined by the concerned regulatory body from time to time.

**Symbiosis University of Applied Sciences****Ordinance No. 4 of 2016****SCHOOL OF CONSTRUCTION ENGINEERING & INFRASTRUCTURE  
MANAGEMENT**

The School of Construction Engineering & Infrastructure Management will offer a range of Certificate, Diploma and Degree programmes in line with the industry requirement. The curriculum has been designed in consultation with the industry to ensure that the students are job ready and employable on completion of the course from the University. Each course within the programme is modular and credit based. Learning outcomes and skill competency levels expected from students have been clearly define. Duration of the program shall be four years and validity shall be seven years or as defined by the concerned regulatory body from time to time.

The Programme structure allows multi-entry & multi-exit facility to students. The policy for multi-entry & exit shall be prescribed by the statutory bodies of the University from time to time.

Vertical mobility will be provided from certificate to degree programs to provide career progression from one job role to the next. The students will have the option to accumulate and transfer credits to relevant programs of the University over a period of time. The policy for Credit Banking and Transfer will be prescribed by the University from time to time.

Teaching learning will focus on hands on practical training. The learning will organized to integrate practical training into day to day lectures. Teaching learning methods for all the programs shall include class room teaching, assignment, viva voce, lab work, skill training, seminar, project work, summer training, internships, industrial semesters, field work, presentation, group discussion etc.

Evaluation methodology will comprise combination of formative and summative assessments.

An important component of evaluation system shall be the skill assessment of students. For each module, within the program there shall be a skill set clearly defined. The students will be required to master that skill to move to the next level.

Programmes to be offered by the School of Construction Engineering & Infrastructure Management are:-

S. No	Name of Programme
1.	<b>B. Tech in Construction Engineering &amp; Management</b> (Construction Management, Infrastructure Management, Building Services & Facilities Management )
2.	a) Diploma in Project Management b) Diploma in Real Estate & Infrastructure Management c) Diploma in Facilities Management d) Diploma in Quantity Surveying & Evaluation e) Diploma in Building Services (Piping, Acoustics, HVAC) f) Diploma in Quality Control
3.	a) Certificate in Project Planning & Scheduling b) Certificate in Contract Management c) Certificate in Quantity Surveying d) Certificate in 3D & 4D Modelling e) Certificate in Quality Management f) Certificate in Formwork g) Certificate in Scaffolding h) Certificate in Reinforcement i) Certificate in Bar bending j) Certificate in Concreting k) Certificate in Shuttering l) Certificate in Masonry, Tiling, Carpentry m) Certificate in Welding n) Certificate in Safety o) Certificate in MEP

### Program Objective of B. Tech in Construction Engineering & Management

First two years build a strong foundation of mathematics, material science, applied physics, engineering drawing, computer science, applied mechanics etc. It also builds an understanding of the construction sector as a whole. After 2 years there is one semester of Industrial Training in the area in which the student wants to specialize. First four semesters also include laboratory work. Depending on the stream of specialization appropriate lab classes are planned. Students are equipped to handle coordination of projects, cost estimating, planning and scheduling, project management, materials procurement, equipment selection, and cost control. The curriculum also blends engineering and management processes to enable student to become successful Construction project managers and site engineers.

## **Symbiosis University of Applied Sciences**

### **Ordinance No. 5 of 2016**

#### **SCHOOL OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**

The School of Computer Science & Information Technology will offer a range of Certificate, Diploma and Degree programmes in line with the industry requirement. The curriculum has been designed in consultation with the industry to ensure that the students are job ready and employable on completion of the course from the University. Each course within the programme is modular and credit based. Learning outcomes and skill competency levels expected from students have been clearly define. Duration of the program shall be four years and validity shall be seven years or as defined by the concerned regulatory body from time to time.

The Programme structure allows multi-entry & multi-exit facility to students. The policy for multi-entry & exit shall be prescribed by the statutory bodies of the University from time to time.

Vertical mobility will be provided from certificate to degree programs to provide career progression from one job role to the next. The students will have the option to accumulate and transfer credits to relevant programs of the University over a period of time. The policy for Credit Banking and Transfer will be prescribed by the University from time to time.

Teaching learning will focus on hands on practical training. The learning will organized to integrate practical training into day to day lectures. Teaching learning methods for all the programs shall include class room teaching, assignment, viva voce, lab work, skill training, seminar, project work, summer training, internships, industrial semesters, field work, presentation, group discussion etc.

Evaluation methodology will comprise combination of formative and summative assessments.

An important component of evaluation system shall be the skill assessment of students. For each module, within the program there shall be a skill set clearly defined. The students will be required to master that skill to move to the next level.

Programmes offered by the School of Computer Science & Information Technology sector are:-

S. No	Name of Programme
1.	<b>B. Tech in Computer Science &amp; Information Technology</b>
2.	a) Certificate in SAP b) Certificate in ORACLE Certification c) Certificate in CISCO & (CCNA) d) Certificate in Data Warehousing & Business Intelligence e) Certificate in Analytics & Social Media f) Certificate in Big Data & Hadoop g) Certificate in IOT h) Certificate in Mobile T&T i) Certificate in Cloud Computing j) Certificate in Requirement Analysis & Testing Practices

### **Program Objective of B. Tech in Computer Science & Information Technology**

The B. Tech in Computer Science and Information Technology has been mapped to the job roles in demand in the IT sector. The first 2 semesters are common and comprise of basic subjects such as Mathematics, Statistics Basic Electronics and Digital Electronics and Logic circuits, with inclusion of Domain stream specific course subjects subsequently. The first two years build a strong foundation of Computer fundamentals, Operating Systems, Computer Architecture and Design, Algorithms, Programming languages and databases etc. It also starts building an understanding of the domain of choice. After two semesters, there are four semesters which cover advanced Computer subjects and advanced domain concepts. The First 6 semesters also include laboratory modules. Semesters 7 & 8 include live project on the domain of choice. Students are also given a flavour of Software Quality Engineering, SDLC, Requirements Management, Project Management, Mobile telephony and Infrastructure Management which have become key subjects in large IT project engagements. The syllabus also includes subjects of contemporary Mainframe technologies, and emerging ones such as Internet of Things, Cloud, Social Media and Analytics. Overall the course is structured in a way to give a well-rounded knowledge and practical training to the student on which he can build further and become a valuable contributor in the professional world.

**Symbiosis University of Applied Sciences****Ordinance No. 6 of 2016****SCHOOL OF RETAIL MANAGEMENT**

The School of Retail Management shall offer a range of Certificate, Diploma and Degree programmes in line with the industry requirement. The curriculum has been designed in consultation with the industry to ensure that the students are job ready and employable on completion of the course from the University. Each course within the programme is modular and credit based. Learning outcomes and skill competency levels expected from students have been clearly define.

The Programme structure allows multi-entry & multi-exit facility to students. The policy for multi-entry & exit shall be prescribed by the statutory bodies of the University from time to time.

Vertical mobility will be provided from certificate to degree programs to provide career progression from one job role to the next. The students will have the option to accumulate and transfer credits to relevant programs of the University over a period of time. The policy for Credit Banking and Transfer will be prescribed by the University from time to time.

Teaching learning will focus on hands on practical training. The learning will organized to integrate practical training into day to day lectures. Teaching learning methods for all the programs shall include class room teaching, assignment, viva voce, lab work, skill training, seminar, project work, summer training, internships, industrial semesters, field work, presentation, group discussion etc.

Evaluation methodology will comprise combination of formative and summative assessments.

An important component of evaluation system shall be the skill assessment of students. For each module, within the program there shall be a skill set clearly defined. The students will be required to master that skill to move to the next level.

Programmes offered by the School of Retail Management are:-

S. No	Name of Programme
1.	<b>BBA in Retail Management</b>
2.	Diploma in Retail Management
3.	a) Certificate in e- tailing and franchising b) Certificate in Sales and customer relationship management c) Certificate in Retail buying d) Certificate in Visual Merchandising e) Certificate in Logistics and warehousing

### Program Objective of BBA in Retail Management

The BBA in Retail has been mapped to the job roles in demand in the Retail sector. During the program tenure of 3 years a student will study 15 Core Subjects, 10 domain subjects, 2 Competency subjects, 2 methodological subjects & 2 practical semesters comprising internship each of 3 months and integrated seminar & workshops on selected topic / working on real time problem with application of scientific methods.

Apart from the above each concept taught in theory will be followed by a Practical session to ensure that the students 'learns by doing'. Duration of the program shall be three years and validity shall be five years or as defined by the concerned regulatory body from time to time.

**Symbiosis University of Applied Sciences****Ordinance No. 7 of 2016****SCHOOL OF BANKING, FINANCIAL SERVICES AND INSURANCE  
MANAGEMENT**

The School of Banking, Financial Services & Insurance Management offer a range of Certificate, Diploma and Degree programmes in line with the industry requirement. The curriculum has been designed in consultation with the industry to ensure that the students are job ready and employable on completion of the course from the University. Each course within the programme is modular and credit based. Learning outcomes and skill competency levels expected from students have been clearly define.

The Programme structure allows multi-entry & multi-exit facility to students. The policy for multi-entry & exit shall be prescribed by the statutory bodies of the University from time to time.

Vertical mobility will be provided from certificate to degree programs to provide career progression from one job role to the next. The students will have the option to accumulate and transfer credits to relevant programs of the University over a period of time. The policy for Credit Banking and Transfer will be prescribed by the University from time to time.

Teaching learning will focus on hands on practical training. The learning will organized to integrate practical training into day to day lectures. Teaching learning methods for all the programs shall include class room teaching, assignment, viva voce, lab work, skill training, seminar, project work, summer training, internships, industrial semesters, field work, presentation, group discussion etc.

Evaluation methodology will comprise combination of formative and summative assessments.

An important component of evaluation system shall be the skill assessment of students. For each module, within the program there shall be a skill set clearly defined. The students will be required to master that skill to move to the next level.

Programmes offered by the School of Banking, Financial Services & Insurance Management sector are:-

S. No	Name of Programme
1.	<b>BBA in Banking/ Financial Services / Insurance Management</b>
2.	a) Diploma in Rural Banking b) Diploma in Corporate Banking c) Diploma in Retail Banking d) Diploma in Insurance e) Diploma in Financial Services
<b>Certificate programmes in Banking and Financial Services</b>	
3.	a) Certificate in Agriculture finance b) Certificate in Technology in Rural Banking c) Certificate in Management of Rural Banking operations d) Certificate in CRM in Banking e) Certificate in Wealth Management f) Certificate in Corporate Finance g) Certificate in Merchant Banking h) Certificate in Mergers and Acquisitions in Banking i) Certificate in Retail Assets j) Certificate in Branch Banking k) Certificate in Retail Liabilities
<b>Certificate programmes – Insurance Management</b>	
a.	Certificate in NBFCs
b.	Certificate in Broking industry and CRM in Financial Services
c.	Certificate in Mutual Funds, Pension Funds & Financial Products
d.	Certificate in Investment and Portfolio Management
e.	Certificate in Introduction to insurance industry
f.	Certificate in Marketing and CRM in Insurance
g.	Certificate in Insurance Products(Life and Non-life)
h.	Certificate in General (Non-life) Insurance(property, Liability)
i.	Certificate in Fire and Marine Insurance

### **Program Objective of BBA in Banking, Financial Services and Insurance Management**

The BBA in BSFI has been mapped to the job roles in demand in the financial sector. During the program tenure of 3 years a student will study 15 Core Subjects, 10 domain subjects, 2 Competency subjects, 2 methodological subjects & 2 practical semesters comprising internship each of 3-months and integrated seminar & workshops on selected topic / working on real time problem with application of scientific methods. Apart from the above each concept taught in theory will be followed by a Practical session to ensure that the students 'learns by doing'. Duration of the program shall be three years and validity shall be five years or as defined by the concerned regulatory body from time to time.

The BBA will offer specialisations in Banking, Financial Services & Insurance. The Banking students will be able to specialise in Rural Banking, Corporate Banking or Retail Banking.

## **Symbiosis University of Applied Sciences**

### **Ordinance No. 8 of 2016**

#### **COMMUNITY COLLEGE**

Community Colleges are an alternative system of education which aims to empower individuals through appropriate skill development leading to gainful employment in collaboration with the local industry, stakeholders and the community.

The objective of the Symbiosis Community College shall be to offer short term skilling courses/programs in local and regional trades keeping in mind the needs of the local industry and community. The Community College will focus on providing skilling opportunities to women, school drop outs, youth and underprivileged in order to help them towards gainful employment and entrepreneurship thereby leading to economic development of the region. The Community College will also offer courses which are required by the local stakeholders.

#### **1 SHORT TERM COURSES**

The Community College shall offer following courses/programs including but not limited to:

- Basic Tailoring
- Bag Making (Basic)
- Bag Making (Advance)
- Punjabi Dress Making
- Quilt Making
- Blouse Making Basic & Advanced
- Blouse Making Advance
- Functional / Spoken English
- Mobile Repairing
- Personality Development
- Interview preparation and resume writing
- Organic farming
- Cooking & Baking
- Yoga and Meditation
- Swimming & Sports
- Health / Medical Assistant
- Crèche Assistant
- Lab Technician
- Patient Tertiary Care Assistant
- Nursing Assistant
- Emergency Medical Care Technician
- Beautician – basic and advanced ✓

## **2 ADMISSIONS**

2.1 Minimum entry qualification for admission to various courses of the Community College shall be as prescribed by the University in this regard from time to time.

2.2 Admissions may also be granted to various courses of the Community College as per the recommendation of the Department of Recognition of Prior Learning.

## **3 DURATION OF THE PROGRAM**

The duration of various courses shall be different and shall be defined by the University as per the training period required to impart the skills.

## **4 MEDIUM OF INSTRUCTION**

The medium of instruction shall be English or Hindi.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance or in the event of differences of interpretation, the decision of the Chancellor shall be final and binding.

## **Symbiosis University of Applied Sciences**

### **Ordinance No. 9 of 2016**

#### **SCHOOL OF OPEN AND DISTANCE LEARNING & CONTINUING EDUCATION**

School of Open and Distance Learning & Continuing Education shall be established with an objective to reach the unreached. The department shall offer all such courses / programs of study which will enable learners to progress in their chosen path of career and also earn a livelihood. The teaching learning pedagogy shall endeavor to use ICT and various innovative education delivery models in order to provide quality education to the learners who may be located in different locations.

#### **1 COURSES/PROGRAMS**

Various Courses/Programs of study shall be offered at all levels (Certificate, Diploma and Degree) as per the demand of students and market needs through study centers. The courses/programs shall follow the norms prescribed by the concerned regulatory body from time to time.

#### **2 ADMISSIONS**

2.1 Minimum entry qualification for admission to various courses/programs shall be as prescribed by the University and / or regulatory body in this regard from time to time.

2.2 Admissions may also be granted to various courses/programs as per the recommendation of the Department of Recognition of Prior Learning.

#### **3 DURATION OF THE PROGRAM**

The duration and extended registration validity of various courses/programs shall be defined by the University and shall be as per the norms laid down by concerned regulatory body in this regard from time to time.

#### **4 MEDIUM OF INSTRUCTION**

The medium of instruction shall be English or Hindi.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance or in the event of differences of interpretation, the decision of the Chancellor shall be final and binding.

**Symbiosis University of Applied Sciences****Ordinance No. 10 of 2016****SCHOOL OF INTERDISCIPLINARY SCIENCES**

School of Interdisciplinary Sciences shall offer various courses and programs which are interdisciplinary in nature and will be useful to shape the personalities, character, health, values and confidence of students.

**1 SHORT TERM COURSES**

The School of Interdisciplinary Sciences shall offer following courses/programs including but not limited to.

- Functional / Spoken English
- Foreign Languages
- Personality Development
- Interview preparation and resume writing
- Translator
- Leadership and Motivation
- Team Building
- Stress Management
- Career Counseling
- Aptitude
- Soft Skills

**2 ADMISSIONS**

2.1 Minimum entry qualification for admission to various courses / programs shall be as prescribed by the University in this regard from time to time.

2.2 Admissions may also be granted to various courses/ programs as per the recommendation of the Department of Recognition of Prior Learning.

**3 DURATION OF THE PROGRAM**

The duration of various courses shall be different and shall be defined by the University as per the training period required to impart the skills.

**4 MEDIUM OF INSTRUCTION**

The medium of instruction shall be English or Hindi.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance or in the event of differences of interpretation, the decision of the Chancellor shall be final and binding.

## **Symbiosis University of Applied Sciences**

### **Ordinance No. 11 of 2016**

#### **DEPARTMENT OF RECOGNITION OF PRIOR LEARNING**

Recognition of prior learning” means the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. The Department for Recognition of Prior Learning will assess the skills of the student and map them to the requisite skill level. This scheme of RPL will enable students to get credit transfers and enrol in University level diploma & degree programs.

The Department will also help students map their learning pathway by measuring their competency levels. Bridge courses will be offered to the students to enable them to enter the mainstream of education. This scheme will be especially be beneficial for the informal sector, where students do not have any formal skill qualification.

The department will issue skill level certificate after measuring the skill/competency of students. The department will also issue a recommendation authorizing the exemption or transfer from or to courses at the University.

**Symbiosis University of Applied Sciences****Ordinance No. 12 of 2016****DEPARTMENT OF EMPLOYMENT & VOCATIONAL GUIDANCE**

Department of Employment & Vocational Guidance will be responsible for providing career guidance to the students. The Department will help a student choose a career of his/her choice and create a learning pathway suitable for him/her.

Another important function of the Department is to understand the employment opportunities available in the market. The Department of Vocational Employment and Guidance will interact with the industries across sectors to understand the emergent job requirements. This will enable the University to roll out programs matching the job roles as also guide the students to pursue relevant courses.

This Department will also conduct research in labour market requirements in order to understand emerging trends and create a Labour Management Information System (LMIS).

**Symbiosis University of Applied Sciences****Ordinance No. 13 of 2016****DEPARTMENT OF SKILLS FACULTY TRAINING**

The Department will conduct pedagogical and skill enhancement training and development programs for faculty and trainers who are involved in imparting vocational education & skill training. The Department will design, develop and roll out teacher training programs focusing on Skill Development pedagogy. Skill training through industry on live environments will be emphasized.

Assessor training will also be conducted by this department on a continuous basis.

**Symbiosis University of Applied Sciences****Ordinance No. 14 of 2016****TEACHING LEARNING PEDAGOGY****1. Teaching Days**

The numbers of actual teaching days for diploma / degree programs shall not be less than 180 in an academic year (90 days in a semester) or as prescribed by the respective regulatory body from time to time.

- 2.i. Teaching learning methods for all the programs shall include class room teaching, assignment, viva voce, lab work, seminar, project work summer training, field work, presentation, group discussion etc.
- ii. For better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching / learning will be adopted, these may include online teaching learning, material availability, webcasting, podcasting, online chatting with teachers, online discussion forums, E-learning, Open Course Wares, Open Education Resources etc.
- iii. The teaching hours will include the hours spent by the student for skill training at industry premises, mock retail store, mock bank, industrial workshops, Centre of Excellence etc.
- 3.i. Teaching learning will focus on hands on practical training. Each concept taught in theory will be followed by its application in the real world. The learning will be organized to integrate practical training into day to day lectures. The curricula itself will be designed to be competency based, with clearly defined learning outcomes, in line with the industry needs.
- ii. Teaching learning methods for all the programs shall include class room teaching, assignment, viva voce, lab work, skill training, seminar, project work, summer training, internships, field work, presentation, group discussion etc.
- iii. For better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching / learning will be adopted, these may include online teaching learning, material availability, webcasting, podcasting, online chatting with teachers, online discussion forums, E-learning, Open Course Wares, Open Education Resources etc.

iv. Specialised skill training labs will be established to provide practical training to students. The students will also trained by the industry in the Centres of Excellence comprising industry relevant machinery. Mock Retail store, Mock bank, Financial Plaza and other such facilities will be established in collaboration with industry to provide real-life exposure to the students, enabling them to become job ready.

4. Skill Assessment – An important component of evaluation system shall be the skill assessment of students. For each module, within the program there shall be a skill set clearly defined. The students will be required to master that skill to move to the next level. The student shall be assessed as ‘competent’ in that skill or ‘not yet competent’. Industry representatives shall be engaged to carry out skill assessments to make them more effective.

5. School of Continuing Education and Lifelong Learning and distance learning shall be established with an objective to reach the unreached which shall offer all such courses of programs of study which will use ICT and various innovative education delivery models to provide quality education to the learners who are located in different locations.

6. School of Interdisciplinary Sciences shall offer various courses and programs which are interdisciplinary in nature and will be useful to shape the personalities, character, health, values and confidence of students.

7. Credit Banking & Transfer - The University shall offer modular credit based programs allowing students to bank and transfer their credits for vertical and lateral mobility. The credit system shall allow multi-entry & multi-exit facility, creating flexible learning pathway for students.

#### 8. Community College

The University shall also have a “Community College” to provide short term skill based training programs with the objective of providing opportunities of gainful employment & entrepreneurship to women, local youth, school drop-outs & underprivileged.

**Symbiosis University of Applied Sciences**

**Ordinance No. 15 of 2016**

**AWARD OF DEGREES, DIPLOMAS, CERTIFICATE &  
OTHER ACADEMIC DISTINCTIONS & MINIMUM QUALIFICATIONS**

The degrees will be awarded to the students who have successfully completed their program of study, at the annual convocation.

The minimum qualification and the means to be adopted for granting the degrees, diplomas and certificates and other academic distinctions will be decided by the statutory bodies of the university from time to time.

# **Symbiosis University of Applied Sciences**

## **Ordinance No. 16 of 2016**

### **CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STIPEND, MEDALS AND PRIZES**

1. The award of fellowships, free-ships, research and other scholarships, stipends, awards and medals etc. shall be made by the Governing Body on the recommendation of the Sponsoring Body.
2. The policies, conditions and procedure for fellowships, free-ships, research and other scholarship, stipends, awards, medals etc. shall be as prescribed in this regard by the university from time to time.
3. The award of fellowships, research and other scholarships shall be made subject to the following conditions.
  - 3.1 The fellow/scholar will do full time research work under an approved guide on a subject approved by the 'research and recognition committee'.
  - 3.2 The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award nor shall he/she engage himself/herself in any profession or trade during that period. He / she may, however, undertake teaching assignment of not more than nine hours a week in the institution, where he/she will work at the stipend as decided in the rules.
  - 3.3 The fellow/scholar shall not join any other program of study or appear for any examination after commencing work under the fellowship/scholarship program.
  - 3.4 Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the school where he/she shall work, on all working days.
  - 3.5 If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.

3.6 If at any time it should appear to the Director AUD that the progress or conduct of the fellow/scholar has not been satisfactory as recommended by guide, the fellowship/scholarship may be suspended or withdrawn.

3.7 The fellow/scholar may avail leave, in a special case, as allowed by the Vice-Chancellor for a period not exceeding three months during the tenure of the award of fellowship/scholarship on the recommendation of the guide.

3.8 The fellow/scholar shall be required to pay the fees prescribed by the University.

4. Any other policies related to scholarships, fellowships, freeships, stipends, awards, medals etc. shall be as prescribed by the University from time to time.

## **Symbiosis University of Applied Sciences**

### **Ordinance No. 17 of 2016**

#### **THE CONDUCT OF UNIVERSITY EXAMINATIONS**

Each Faculty/Department/School/Institute/Center shall be responsible for the overall superintendence of assessments, evaluation and examination as well as monitoring them for smooth and fair conduct. The University may from time to time make, alter or modify rules and procedures for the conduct of examinations, assessments and evaluations on recommendations of various authorities and academic bodies.

Director / Dean School, Head of Department/ Institute shall ensure conduct of University assessments & examinations in fair manner and be free from any malpractice and the results are declared within the prescribed time schedule. The University shall ensure that all results are declared online within prescribed time schedule.

All arrangements for the conduct of examinations, CAP, evaluation shall be made by the University or concerned Head in accordance with the rules and regulations framed by the University from time to time.

# **Symbiosis University of Applied Sciences**

## **Ordinance No. 18 of 2016**

### **EXAMINATION FEES**

The examination fees and other related fees shall be included in the program / course (academic) fees as prescribed by the University from time to time. The University may charge separate fees such as backlog examination fees, revaluation fees, practical fees, late fees etc. as prescribed by the University from time to time.

The examination fees for students of School of Open & Distance Learning & Continuing Education, international students, students of Community college and students of the school of interdisciplinary sciences or those enrolled for various short-term courses shall be as prescribed by the University from time to time.

**Symbiosis University of Applied Sciences****Ordinance No. 19 of 2016****HOSTEL ACCOMMODATION FOR STUDENTS**

The university may be to provide the hostel facility only to a limited number of students. The University has prepared rules for hostel facility / accommodation for students. The conditions for providing hostel facility may be as under.

**GENERAL**

- These rules may be called as the Rules for hostels of the Symbiosis University of Applied Sciences.
- These rules shall be applicable to all the hostellers of the University.
- The rules for hostel and discipline shall be as prescribed by the University from time to time.

**ADMISSION**

1. Application for admission to hostel shall be made on the prescribed form available at hostel office on payment of fees as prescribed. The duly filled application form shall reach to Registrar before the prescribed date.
2. Incomplete or wrongly filled application forms shall not be considered.
3. Applicant for hostel admission shall furnish a character certificate from the Head of the institute/college last attended along with application.
4. After an application has been admitted or readmitted he/she shall be allotted a accommodation by the warden.
5. Erstwhile hostellers seeking readmission shall also apply for admission subject to clearance of no dues of previous year if any.
6. No student who has failed or dropped out in the examination or warned for any action shall be readmitted to the hostel.
7. The parents of the student shall submit all documents to the Registrar.
8. Hostel rooms shall have to be vacated during summer vacation for maintenance.
9. Students shall not be allowed to keep any furniture other than provided by the hostel in their rooms without prior permission of the warden.

10. Music systems/Radio/TV shall not be allowed in the rooms.
11. Students shall cooperate in keeping the hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.
12. Hostellers shall be responsible for the security of their own property.
13. In case of any emergency during the night, the hostellers shall contact the hostel warden.
14. Rules regarding use of hostels, vacating hostel rooms, discipline, security etc. shall be as prescribed by the University from time to time.

### **FEES & OTHER CHARGES**

15. Hostellers shall pay a fee and charges as prescribed by the University from time to time.

### **CANTEEN**

16. The facility of mess/ canteen shall be provided by the University on payment of applicable charges.
17. Cooking shall strictly be prohibited in the hostel.
18. Every hosteller may be required to pay monthly mess charges in advance as notified by the University.

### **ATTENDANCE**

19. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden shall be an act of misconduct. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register.

### **HOSTEL COMMITTEES**

20. Various committees for overall supervision, discipline and maintenance of hostel shall be constituted as and when required by the University.

# **Symbiosis University of Applied Sciences**

## **Ordinance No. 20 of 2016**

### **DISCIPLINARY ACTION AGAINST THE STUDENTS**

Every student in the University shall at all times observe dignified behavior, show diligence in studies, maintain decorum, take proper interest in co-curricular activities and observe all rules of discipline of the University.

Disciplinary Committee for maintaining student discipline and for taking necessary action in case of breach of discipline shall be constituted by the University as and when required.

## **Symbiosis University of Applied Sciences**

**Ordinance No. 21 of 2016**

### **CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES/ INSTITUTIONS & INDUSTRY**

Symbiosis University of Applied Sciences is based on the German model of Applied Sciences University. It shall collaborate with top global industries to provide practical oriented University education, focused on developing skill based competencies to the youth by being responsive to the market needs. Industrial participation will be encouraged through establishment of innovation labs, in-service training centres, Centres of Excellence and active industrial participation in all aspects of curricula design, placements, internships etc.

The university will provide hands on practical training coupled with strong knowledge base. 'Production oriented labs' will be set up in collaboration with industry partners. Application oriented hands-on training will be imparted to the students through integrated on the job training, industrial training semesters, lab work, exercises, simulations and practicals in industry workshops. The university will make available to the students industry trainers, mock stores, industrial machinery etc. Interaction with industry will also result in teacher training. The university will focus on applied research and undertake joint & collaborative research projects and advocacy with any organization in India or overseas for promoting innovative models of training and skill development.

To provide an enabling environment for progressive advancement of Technical and Vocational Training in the State, Symbiosis University of Applied Science shall enter into MoUs with Universities across the globe for curricula development, knowledge transfers, faculty exchange, faculty training, students exchange, design & development of labs & workshops, infrastructure development and capacity building.

The collaboration with international universities will enable sharing of best practices across the globe in curricula development and skilling thereby creating a world class university.

For international collaborations, university will follow norms prescribed by regulatory bodies as applicable from time to time.

**भाग ४ (ग)****अंतिम नियम****श्रम विभाग**

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 11 जुलाई 2016

क्र. 1210-2016.—मध्यप्रदेश असंगठित कर्मकार कल्याण अधिनियम, 2003 की धारा 51 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, राज्य सरकार, एतद्वारा, मध्यप्रदेश असंगठित कर्मकार कल्याण मण्डल नियम 2005 के अन्तर्गत राज्यपत्र दिनांक 19 फरवरी 2016 द्वारा जारी अधिसूचना में निम्नलिखित संशोधन करती है, अर्थात्:—

**संशोधन**

उक्त नियमों में—नियम 3 में बिन्दु (क), अर्थात्:—

(क) राज्य सरकार द्वारा नियुक्त किया गया व्यक्ति अध्यक्ष के रूप में के स्थान पर:—

3(क) राज्य सरकार द्वारा नियुक्त किया गया व्यक्ति, प्रत्येक बोर्ड के लिये अध्यक्ष के रूप में परन्तु एक व्यक्ति दोनों बोर्डों का अध्यक्ष नियुक्त हो सकेगा.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
आर. के. द्विवेदी, उपसचिव.

**उच्च शिक्षा विभाग**

मंत्रालय, वल्लभ भवन, भोपाल

**प्रथम परिनियम**

भोपाल, दिनांक 13 जुलाई 2016

क्र. आर-266-टीएल-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 के अनुक्रम में सिम्बायसिस यूनिवर्सिटी आफ एप्लाइड साइंसेस, इन्दौर के प्रथम परिनियम क्र. 01 से 18 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्र. 01 से 18.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

**S. 1: SHORT TITLE, SCOPE AND COMMENCEMENT:**

- a. The "Statutes" shall be called the Statutes of **Symbiosis University of Applied Sciences, Indore, Madhya Pradesh, 2016.**
- b. These Statutes shall come into force with effect from the date of notification in the Madhya Pradesh State Gazette.
- c. The Statutes are made in compliance of Section 26(1) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- d. Nothing in these Statutes shall or shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Adhiniyam (Act), and the amended statutes, if any, as approved by the concerned authorities, shall be applicable with immediate effect or from such a date as prescribed in the notification.

**S. 2: DEFINITIONS:**

In these Statutes unless the context otherwise requires;

- a. 'Act' means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007".
- b. 'Academic Council' means the Academic Council of the University.
- c. 'Academic Year' means a period specified for completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- d. 'BOM' means, the Board of Management of the University;
- e. 'BFA' means the Board of Finance & Administration of the University.
- f. 'BOS' means the Board of Studies declared as other authority of the University under section 21 (1) (d) of the Adhiniyam (Act).
- g. 'Centre' means a constituent centre of studies of the University.
- h. 'Chancellor' means Chancellor of Symbiosis University of Applied Sciences;
- i. 'Chief Finance and Accounts Officer' means the Chief Finance and Accounts Officer of University;
- j. 'Competent Authority' means an authority as declared by the Governing Body or as constituted as per the statutes.
- k. 'Convocation' means the convocation of the University;

- l. **'Course(s)'** means defined area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the award of degree, diploma, certificate or any other academic distinction or title of the University;
- m. **'Community College'** means a constituent college of University;
- n. **'Constituent'** means a college / institute / centre / department operating under the aegis of the University;
- o. **'Dean'** means Dean of a Faculty or School or Department or College or Institute or Centre
- p. **'Department'** means Department / Centre of Studies / Training / Research of the University.
- q. **'Dean Academics'** means Dean Academics of the University.
- r. **'Director Academics & University Development'** means Director Academics & University Development of the University.
- s. **'Employee'** means any person appointed by the university on regular basis against statutory and / or sanctioned post on prescribed scale of pay and paid from the funds of Sponsoring Body working on the payroll of the University.
- t. **'Endowment Fund'** means Fund created by Sponsoring Body under Section 11 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- u. **'Faculty'** means a School or Institute or Department or Centre or College of studies / training / research of the University.
- v. **'Fees'** means fees prescribed by the University for various academic courses / programs offered by the University such as tuition fees, hostel fees and other fees as may be prescribed by the University from time to time.
- w. **'Financial Year'** means the year starting from 1st of April and ending on 31st of March of the succeeding year.
- x. **'Governing Body'** means the Governing Body of the University as prescribed U/S 21 (1)(a) of the Adhiniyam (Act).
- y. **'Hostel'** means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes;
- z. **'Institute'** means the constituent institute of studies of the University.
- aa. **'Main Campus'** means the main campus of Symbiosis University of Applied Sciences situated at Village – Bada Bangadada, Indore, Madhya Pradesh
- bb. **'Managing Committee'** means Managing Committee of the Sponsoring Body.
- cc. **'National Assessment and Accreditation Council'** means the statutory body established by the University Grants Commission for assessment and accreditation of Universities and colleges.

- dd. **'Ordinances'** means Ordinance of Symbiosis University of Applied Sciences
- ee. **'Other Backward Classes'** means, the communities, castes and tribes notified as Other Backward Classes by the State Government from time to time;
- ff. **'Pro Chancellor'** means Pro Chancellor of Symbiosis University of Applied Sciences
- gg. **'Programme'** means academic programme approved by the Academic Council of the University.
- hh. **'Registrar'** means the Registrar of Symbiosis University of Applied Sciences.
- ii. **'Regulatory Commission'** means Madhya Pradesh Private University Regulatory Commission established under section 36 of the Madhya Pradesh Adhiniyam (Act).
- jj. **'Regulatory Council'** means the Regulatory Councils defined U/S 2(1)(V) of Adhiniyam (Act) of 2007 as amended in 2013;
- kk. **'Regulation'** means regulation of the University.
- ll. **'Rules'** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008".
- mm. **'Scheduled Caste'** means the Scheduled Castes notified under Article 341 of the Constitution of India and notified as such by the State Government from time to time.
- nn. **'Scheduled Tribes'** means the Scheduled Tribes notified under Article 342 of the Constitution of India and notified as such by the State Government from time to time.
- oo. **'School'** means a department / centre of studies / training / research of the University.
- pp. **'Sponsoring Body'** in relation to **Symbiosis University of Applied Sciences** means **Symbiosis Foundation** situated at **New Delhi**, a Registered Society under Societies Registration Adhiniyam (Act) 1860 as applicable to the National Capital Territory of Delhi.
- qq. **'State Government'** mean, the Government of Madhya Pradesh.
- rr. **'Teacher'** means, a Professor, Associate Professor, Assistant Professor and such other positions defined as teacher by the UGC who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study at Symbiosis University of Applied Sciences .
- ss. **'The Adhiniyam'** means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Adhiniyam (Act) 17 of 2007) and as amended time to time;
- tt. **'The University'** means Symbiosis University of Applied Sciences
- uu. **'UGC'** means University Grants Commission
- vv. **'Vice Chancellor'** means the Vice Chancellor of Symbiosis University of Applied Sciences;
- ww. **'Visitor'** means His Excellency, the Governor of Madhya Pradesh.

xx. All words and expressions used herein and defined in the Adhiniyam (Act) and the Rule shall have the meaning respectively assigned to them in the Adhiniyam (Act) and the Rules.

### **S. 3: SEAL OF THE UNIVERSITY:**

- a. The University shall have a common seal to be used for the purposes of the University as prescribed by the University from time to time.
- b. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

### **S. 4: OBJECTIVES OF THE UNIVERSITY:**

Apart from the objectives of the University described in Chapter II, section 3 of the Adhiniyam (Act), the University shall also have the following objectives;

- a. to provide education, instruction, teaching, training, research and development in various disciplines including and not limited to Skill Development, Vocational Studies, Engineering, Management, Commerce, Law, IT, Medical, Education etc. at different levels including Primary Education, Secondary Education, Tertiary Education and make provisions for advancement and dissemination of knowledge and skills in these and other fields;
- b. to provide vertical mobility to students undergoing technical, vocational and skill based education and training by offering Certificate, Diploma, Bachelor, Masters and Doctoral programs / courses in high growth sectors and as per industry needs and offer various specializations to prepare youth towards gainful employment and entrepreneurship;
- c. to provide a teaching learning pedagogy focused on hands-on training, professional and skill based training in line with market needs;
- d. to conduct research in labour market requirements in order to understand emerging trends and offer suitable curricula, courses & programs at all levels;
- e. to design and deliver high quality training, capacity building and development systems for teachers, administrators and professionals working in the field of higher education and training and other systems;
- f. to offer facility for recognition of prior learning and credit banking/ transfer system;

- g. to provide students an opportunity of life long and continuous training through University courses offered through conventional / blended / distance / open / online education and other education delivery models suitable for different pedagogical approaches and systems;
- h. to provide education, skilling and training opportunities to the informal sector and unorganized workforce;
- i. to provide flexible and modular learning pathways thereby enabling multi entry and exit option;
- j. to adopt all forms of delivery including conventional, open and distance learning, blended, online, lifelong learning etc. in order to facilitate dissemination of knowledge and training;
- k. to conduct pedagogical and skill training, assessment and other development programs for faculty, teachers and trainers involved in imparting open and distance learning, vocational education & skill training;
- l. to encourage industry participation through establishment of innovation and research labs, in-service training centres, centre of excellence, training centres and active participation in all aspects of governance, curricula design, placement, internships etc.;
- m. to develop resource centres, student services centres, community centres in the state or outside the state to contribute to quality education and training;
- n. to establish Institutions, Schools, Departments, Campuses, Centres, Community Colleges, Study Centres, Information Centres, Test/Examination Centres, Centres of Excellence, Offshore Campuses, State of the art facilities and infrastructure etc. at various locations in and outside the state and country to facilitate education, delivery, student services and dissemination of knowledge;
- o. to institute degrees, diplomas, certificates and other academic distinctions on the basis of successful completion of respective degree programs and award of credits for academic work evaluated through various methods of assessment and evaluation;
- p. to institute and award honorary degrees to the persons of repute and excellence in recognition of their extraordinary contribution in relevant filed;
- q. to collaborate with other colleges, universities, research institutions, non-profit organizations, industry, industry associations, professional associations or other government and non-governmental organizations in India and abroad to conceptualize, design, develop and offer specific education and research programmes, training programmes and exchange programmes for students, faculty members, professionals, staff etc. and others in the field of vocational education.

- r. disseminate knowledge and develop a public debate on issues of national and state relevance through seminars, conferences, executive education and training programmes, community development programmes, publications and training programmes and events;
- s. undertake skill development and enhancement programmes for development and training of faculty and researchers of the University in partnership with any other institution of quality and repute across the world;
- t. to undertake collaborative research and advocacy with any educational institution, industry or any other organizations in India or abroad for promoting innovative models of education, research, training and skill development;
- u. to collaborate with other institutes / universities of repute from other states of India / foreign countries to offer joint programmes / courses / exchange faculty / information / share practices and give /receive equipment/resources /grants for benefit of students;
- v. to liaison/collaborate with the Ministry of Labour and Employment (MoLE), Ministry of Human Resource Development (MHRD), Ministry of Skill Development, National Skill Development Corporation, UGC, AICTE, Medical Council of India, Bar Council of India, Council of Architecture and other Central and State bodies in order to understand education and skilling needs in order to impart programmes accordingly;
- w. to undertake necessary or expedient action to pursue and promote the objectives of the University;
- x. to pursue any objectives as may be approved by the Government for the enhancement of higher education, vocational education, skill development and other development sectors in India;
- y. to interact and collaborate with industry for participation in curricula development, teacher training, practical, on-job training, research, skill training etc.;
- z. to maintain standards of the degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
- aa. to encourage 'Production oriented labs' setup in collaboration with industry partners;
- bb. to impart application oriented, hands on training to its students through integrated industrial training semesters, lab work, exercises, simulations, practical in Industrial workshops etc.;
- cc. to provide consultancy to industry, institution or other organizations for furthering the objectives of the University;

## **S.5: AUTHORITIES OF THE UNIVERSITY:**

The following shall be the authorities of the university namely,

- A. the Governing Body
- B. the Board of Management
- C. the Academic Council
- D. the Board of Finance & Administration
- E. the Board of Studies
- F. such other authorities as may be created by the Statutes from time to time.

## **S.5A: GOVERNING BODY – CONSTITUTION, POWER AND FUNCTIONS:**

### **1. Constitution:**

a. The Governing Body of Symbiosis University of Applied Sciences shall consist of the following members, namely:

- (i) the Chancellor;
- (ii) the Vice-Chancellor;
- (iii) three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist and one shall be the Pro Chancellor;
- (iv) three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- (v) one representative of the State Government not below the rank of Deputy Secretary;
- (vi) two nominees of the Chancellor who shall be eminent personalities from Education or Industry;

The Chancellor shall be the Ex-officio Chairman of the Governing Body. The Chairman shall preside at every meeting of the Governing Body. In absence of the Chairman, his nominee or the Pro Chancellor and in absence of Pro Chancellor, the Vice-Chancellor shall preside over the meeting of the Governing Body.

### **b. Tenure:**

The Term of Office of the members, other than the ex-officio members, nominated under clause 22 (1) of the Adhiniyam (Act), shall be three (3) years from the date of their nomination till such time the persons nominated holds their respective position by virtue of which they became the members of the Governing Body.

**c. Cessation of Membership and Vacancies:**

- i. Any member of the Governing Body may resign from his/her office. The letter of resignation shall be sent in writing to the Chairman. Such resignation shall take effect immediately on its acceptance by the Chairman.
- ii. No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Governing Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- iii. A member of the Governing Body of the University shall automatically cease to be member on him / her being convicted by a Court of law for any offence including moral turpitude.
- iv. Vacancy of a Member arising by reason of death, resignation, cessation and/or removal or otherwise shall be filled as soon as possible from the respective category. The Member so nominated shall be a Member for the remaining period of the term of the Member whose death, resignation, cessation and/or removal or otherwise has resulted in the vacancy concerned.

**2. Powers and Functions:**

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers and functions, namely:

- i. shall be the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfils its Mission;
- ii. shall control functioning of the University by using all such powers as are provided by Adhiniyam (Act), the Statutes, Ordinances or Regulations made thereunder;
- iii. to review the decision of other authorities of the University, in case they are not in conformity with the provisions of the Adhiniyam or the Statutes, the Ordinances or the Regulations made thereunder;
- iv. to approve the budget, as recommended by the Board of Finance and Administration;
- v. to approve the Annual Report of the University;
- vi. to lay down the policies to be followed by the University;
- vii. to recommend to the Sponsoring Body the liquidation of the University, provided a situation so arises that the functioning of the University is not possible;
- viii. shall act in concurrence with the BFA and Sponsoring Body

- ix. shall in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s;
- x. shall have the power to review, if necessary, the decisions of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhiniyam, the Statutes and the Ordinances;
- xi. shall be the final approving authority for all the Statutes and Ordinances of the University. It shall have the power to reject or send for reconsideration any Statutes or Ordinances received from the Vice-Chancellor/Board of Management;
- xii. shall have power to invite expert/s or person/s having special knowledge to seek information or views on an academic or technical matter of common or special interest to any or all the bodies and institutions of the University. A person who is an invitee for the meeting of Governing Body shall be entitled to take part in the deliberations relating to the topics of his/her expertise, but shall have no right to vote;
- xiii. Subject to provisions of the Adhiniyam (Act), the Statutes and the Ordinances, the Governing Body may take necessary actions in matters recommended/referred to it by the Sponsoring Body;
- xiv. shall periodically review the broad decisions and programmes of the University and direct/suggest measures to improve and develop the University. ;
- xv. shall be the final authority to approve the recommendation of the Board of Management for conferment of honorary degrees and other degrees, distinctions and awards;
- xvi. may on the recommendation of the Board of Management and in concurrence with the BFA consider to institute any Chair, Professorship, Associate Professorship or Assistant Professorship or any teaching or other post;
- xvii. shall frame rules/regulations for the conduct of its business;
- xviii. may appoint sub-committees for considering any matter of specialized nature as may be decided by it from time to time;
- xix. shall have such other powers as may be prescribed by the Statutes, as per the provision of the Adhiniyam (Act) 2007 amended from time to time;

### 3. Meetings:

- i. The Governing Body shall meet at least three times in a year or as many times as may be necessary as the Chancellor may decide.

- ii. The Chairman shall preside at every meeting of the Governing Body. In absence of the Chairman, his nominee or the Pro Chancellor and in absence of Pro Chancellor, the Vice-Chancellor shall preside over the meeting of the Governing Body.
- iii. Meeting of the Governing Body shall be called under the directions of the Chairman and in his absence by a member nominated by the Chairman.
- iv. Three (3) days' notice shall ordinarily be required for a meeting. The Chairman may, however, at his discretion, dispense with this requirement in the interest of the University.
- v. The notice in writing of every meeting (other than a Special Meeting) shall be served upon each member of the Governing Body to his/her address on record by hand delivery / speed post / e-mail or by any other mode as the Chairman may decide at the relevant time.
- vi. The Chairman may, on his/ her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- vii. Agenda, procedure for conduct of meeting, order of business, and its manner and how the proceedings shall be recorded shall be decided by the Chairman from time to time.

#### 4. Quorum:

Except as otherwise provided, the quorum for the meeting shall ordinarily be of five (5) members of the Governing Body. If there is no quorum at the beginning, the meeting shall be adjourned by the Chairman to a specific time on the same day or on a later convenient date and the members present for the meeting shall form the quorum for such adjourned meeting.

#### 5. Resolution:

If 2/3rd members of the Governing Body approves the agenda then, such agenda shall stand approved and resolution will be passed accordingly and circulated thereof.

#### 6. Resolution by Circular:

Any matter or business or agenda of an urgent nature may be resolved by circulating a resolution issued by the Registrar of the University with prior concurrence of the Chancellor to all the members of the Governing Body for their approval. If 2/3rd members of the Governing Body approves the same, such circulated resolution shall be deemed to have been passed.

#### 7. Validity of the proceedings of the Governing Body:

Proceedings of the Governing Body meetings shall not be invalidated--

- i. due to vacancies in Governing Body.
- ii. due to non-receipt of meeting notice by any member or members.

- iii. due to defective nomination of any member
- iv. due to inadequate quorum

## **S. 5B: BOARD OF MANAGEMENT- CONSTITUTION, POWERS AND FUNCTIONS:**

### **1. Constitution:**

**a.** There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Adhiniyam (Act). It shall consist of the following members:

- i. The Vice Chancellor, as ex officio Chairperson ;
- ii. Two nominees of the Sponsoring Body out of which one shall be the Pro Chancellor;
- iii. Two nominees of the State Government;
- iv. Dean Academics and / or Director Academic and University Development;
- v. Two Professors from amongst the Professors of the University / Constituent Institutes nominated by the Vice-Chancellor according to seniority;
- vi. Two Teachers other than Professors nominated by the Vice-Chancellor according to seniority / merit;
- vii. Two nominees of the Chancellor who shall be eminent personalities from Industry;

### **b. Tenure:**

- i. The Members of the Board of Management, other than ex-officio members, shall hold office for a period of three (3) years from the date of their nomination. The ex-officio members shall be the members of the Board of Management till such time they hold the post by virtue of which they became members of the Board of Management.
- ii. The Chairperson of the Board of Management in consultation with the Chancellor, whose decision in the matter shall be final, shall decide any dispute with regard to Membership or Tenure of a Member.

### **c. Cessation of Membership and Vacancies:**

- i. Any Member of the Board of Management may resign from his/her membership. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance by the Chairperson.
- ii. No member of the Board of Management, who is nominated to another Body in his/her capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.

- iii. A person shall cease to be a member of the Board of Management as soon as he/she ceases to hold the position from which he/she was nominated.
- iv. A member of the Board of Management of the University shall automatically cease to be member on his/her being convicted by a Court of law for any offence including moral turpitude.
- v. Any vacancy caused by whatever reason shall be filled in by the Chairperson or the competent Nominating Authority, as the case may be, for the remaining period.

## 2. Powers and Functions:

- i. shall function under the policies if any, laid down by the Governing Body;
- ii. shall ensure an integrated approach to key areas such as education policy, planning, human resource mobilization, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University;
- iii. the Statutes of the University, other than the First Statutes, shall be made by the Board of Management with the approval of the Governing Body and the Sponsoring Body. It shall have the powers to make, propose, recommend amendments / repeal Statutes, Ordinances and Regulations, either on its own or on the direction/recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam (Act);
- iv. shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year, the budget and recommend the same to the Governing Body for approval;
- v. shall comply with such directions as may be received from the Chairman of the Governing Body to hold a meeting and discuss matters as specified;
- vi. shall examine and recommend to Governing Body to institute fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- vii. shall recommend conferment of honorary degrees, medals and prizes to Governing Body;
- viii. shall recommend conferment of the title of Professor Emeritus to individuals of high academic excellence to Governing Body;
- ix. Shall work in close co-ordination and consultation with the Board of Finance and Administration for smooth functioning of the University;
- x. shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam (Act), Statutes, Ordinances or the Regulations from time to time.

### 3. Meetings:

- i. The Board of Management shall meet at least once in every two months or as many times as may be necessary as the Chairperson may decide.
- ii. Meeting of the Board of Management shall be called under the directions of the Chairperson and in his/her absence by a member nominated by the Chairperson.
- iii. Three (3) days' notice shall ordinarily be required for a meeting. The Chairperson in consultation with the Chancellor may, however, at his/her discretion, dispense with this requirement in the interest of the University.
- iv. The notice in writing of every meeting (other than Special Meeting) shall be served upon each member of the Board of Management to his/her address on record by hand delivery / speed post / e-mail or by any other mode as the Chairperson may decide at the relevant time.
- v. The Chairperson may, on his/her own or on the directions of the Governing Body, call a Special Meeting as and when required in the interest of the University
- vi. Agenda, procedure for conduct of meeting, order of business, and its manner and how the proceedings shall be recorded shall be decided by the Chairperson from time to time.
- vii. Board of Management may invite any outside experts for advice on specific matters. A person who is an invitee for the meeting of Board of Management shall be entitled to take part in the deliberations relating to the topics in which he/she has expertise, but shall have no right to vote.

### 4. Quorum:

Except as otherwise provided, the quorum for the meeting shall ordinarily be of five (5) members of the Board of Management. If there is no quorum at the beginning, the meeting shall be adjourned by the Chairperson to a specific time on the same day or on a later convenient date and the members present for the meeting shall form the quorum for such adjourned meeting.

### 5. Resolution:

If 2/3rd members of the Board of Management approves the agenda then, such agenda shall stand approved and resolution will be passed accordingly and circulated thereof.

### 6. Resolution by Circular:

Any matter or business or agenda of an urgent nature may be resolved by circulating a resolution issued by the Registrar of the University with prior concurrence of the Vice-Chancellor to all the

members of the Board of Management for their approval. If 2/3rd members of the Board of Management approves the same, such circulated resolution shall be deemed to have been passed.

#### **7. Validity of the proceedings of the Board of Management:**

Proceedings of the Board of Management meetings shall not be invalidated--

- i. due to vacancies in Board of Management.
- ii. due to non-receipt of meeting notice by any member or members.
- iii. due to defective nomination of any member.
- iv. due to inadequate quorum

### **S. 5C: ACADEMIC COUNCIL- CONSTITUTION, POWERS AND FUNCTIONS:**

#### **1. Constitution:**

a. The Academic Council shall be the principal academic body of the University shall be subject to the provision of the section 24 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.

The Academic Council shall comprise the following members:

- |   |                       |
|---|-----------------------|
| a. Vice-Chancellor  | Chairperson           |
| b. Two experts from Academia / Industry to be nominated by the Chancellor   | Chancellor's Nominees |
| c. Dean Academics and / or Director Academics and University Development  | Member                |
| d. All Deans / Directors of Faculty / School / Institute/ Centre / Department / College   | Members               |
| e. Two Chairpersons of Board of Studies to be nominated by the Vice-Chancellor for a term of three years  | Members               |
| f. One Professor from each school/ department to be nominated on the basis of seniority /merit nominated by the Vice -Chancellor for a term of three years. | Members               |
| g. One Teachers, other than Professors from each Faculty/School /Department, to be nominated by the Vice-Chancellor   | Members               |
| h. Registrar,   | Non-member Secretary  |

**b. Tenure:**

The Term of Office of the members, other than the ex-officio members shall be three years from the date of their nomination or till such time the persons nominated holds their respective positions by virtue of which they became the members of the Academic Council.

**c. Cessation of Membership and Vacancies:**

- i. Any Member of the Academic Council may resign from membership. The letter of resignation in writing shall be sent to the Chairperson of the Academic Council. Such resignation shall take effect immediately on its acceptance by the Chairperson.
- ii. No member of the Academic Council, who is nominated to another Body in his capacity as a member of the Academic Council shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- iii. A person shall cease to be a member of the Academic Council as soon as he/she ceases to hold the position/post from which he/she was nominated.
- iv. A member of the Academic Council of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- v. Nominating Authority may remove a Member who is sick or insane or incapable of discharging duty in the Council.
- vi. Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.
- vii. Any vacancy caused by whatever reason shall be filled in by the Chairperson or the competent Nominating Authority, as the case may be, for the remaining period.

**2. Powers and Functions:**

- i. shall be the Principal Academic Body of the University and shall be subject to the provisions of the Adhiniyam (Act), the Statutes, the Ordinances and the Regulations, and shall exercise control and general regulation for the maintenance of standards of quality in instructions, education and examinations of the University;
- ii. shall lay down educational policy of the University and shall be subject to the Statutes, Ordinances and Regulations and shall see to the coordination and general supervision of its implementation;
- iii. shall co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The

members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted;

- iv. shall promote skill development / training, research, industry & foreign University collaboration and innovation related activities in the University;
- v. Shall encourage sharing of best practices, innovation and entrepreneurship, development of new models and pedagogies in all aspects of education, skill development and assessment.
- vi. shall recommend establishment of centres of excellence in collaboration with institutions, agencies and industries;
- vii. Shall develop curricula, syllabi, evaluation pedagogy, assessment model, delivery and research suitable for skill development and professional training;
- viii. shall make recommendations to the higher authorities of the University on the proposals received from different faculties / schools / departments of the University, for the conferment of degrees, honorary degrees or any such other distinction (like Diplomas or Certificates) or honours of the University;
- ix. shall frame the rules and regulations to control the indiscipline and malpractices in the assessments / evaluations / examinations or amend with the approval of Board of Management;
- x. shall recommend the launching/commencing of new courses of studies and its mode of delivery;
- xi. shall frame the Calendar of Events for the academic year for the various courses;
- xii. shall discuss and decide on the matters put up by the respective Boards of Studies;
- xiii. shall prescribe the methodology, schemes, and modalities of Internal and University examinations, assessment and entrance test for various programs and courses;
- xiv. shall prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the programs / courses;
- xv. shall discuss and accord approval of schedules of examinations as proposed by the Controller of examinations;
- xvi. shall discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments;
- xvii. shall discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes;
- xviii. shall appoint various sub committees as and when required for specific purposes/tasks related to academic and examination function and appointed committees shall cease to function after completion of the task assigned;

- xix. shall consider and act on the recommendations of such committees.
- xx. shall take up the matters for periodical review of functioning and co-ordination between all the constituent institutions / Schools / Departments and recommend to the Board of Management, the ways and means of improvement;
- xxi. shall consider other academic or student welfare matters, student care services referred to the Academic Council;
- xxii. shall recognize degrees/diplomas of other Universities/institutions and determine their equivalence;
- xxiii. shall appoint committees for admission of students in different faculties of University;
- xxiv. shall make special arrangements, if any, for the teaching of women and underprivileged students and for prescribing for them special courses of study;
- xxv. shall recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance;
- xxvi. shall ensure that while framing rules, syllabi and curriculum norms of the Regulatory Bodies i.e. UGC, DEB, AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council BCI etc. as laid down from time to time, are adhered to;
- xxvii. to prescribe program structure, recommend tuition and other fees, exam and assessment pattern, eligibility criteria, credit system and relevant details of courses / programs and other activities;
- xxviii. to prescribe recognition of prior learning scheme and equivalence / credit transfer / credit waiver/exemption or other details pertaining to the scheme;
- xxix. to prescribe the skill assessment pedagogy and details for various courses / programs;
- xxx. to prescribe the credits and other modality for industry based training, summer internship, on the job training, lab work, industry based projects etc.;
- xxxi. to prescribe the modality pertaining to the equivalence / mapping of the courses offered by the University to the standards or levels defined by National Skills Qualifications Framework (NSQF) from time to time;

### 3. Meeting:

- i. Academic Council shall meet twice a year on requisition of Vice-Chancellor. Vice-Chancellor can request for the meetings as and when required in addition to regular meetings. Registrar shall notify the meeting on the instructions of Vice-Chancellor;

- ii. The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Vice-Chancellor shall preside over the meeting;
- iii. Vice-Chancellor may invite any outside experts for advice on specific matters. A person who is an invitee for the meeting of Academic Council shall be entitled to take part in the deliberations relating to the topics of his/her expertise, but shall have no right to vote;
- iv. The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary;
- v. Ordinarily three (3) days' notice shall be given for all meetings of the Academic Council by hand /speed post /by email before the date of meeting. The Chairperson in consultation with the Chancellor may, however, at his/her discretion, dispense with this requirement in the interest of the University;
- vi. The Chairperson may, on his/her own or on the directions of the Chancellor, call a Special Meeting as and when required in the interest of the University;
- vii. Agenda, procedure for conduct of meeting, order of business, and its manner and how the proceedings shall be recorded shall be decided by the Chairperson from time to time;
- viii. Quorum for the meetings of the Academic Council shall be such as decided by the Chairperson in consultation with the Chancellor from time to time. If there is no quorum at the beginning, the meeting shall be adjourned by the Chairperson to a specific time on the same day or on a later convenient date and the members present for the meeting shall form the quorum for such adjourned meeting;

#### 4. Resolution:

If 2/3rd members of the Academic Council approves the agenda then, such agenda shall stand approved and resolution will be passed accordingly and circulated thereof.

#### 5. Resolution by Circular:

Any matter or business or agenda of an urgent nature may be resolved by circulating a resolution issued by the Registrar of the University with prior concurrence of the Vice-Chancellor to all the members of the Academic Council for their approval. If 2/3rd members of the Academic Council approves the same, such circulated resolution shall be deemed to have been passed.

#### 6. Validity of the proceedings of Academic Council:

Proceedings of the Academic council meetings shall not be invalidated :—

- i. due to vacancies in Academic Council.
- ii. due to non-receipt of meeting notice by any member or members.
- iii. due to defective nomination of any member
- iv. due to inadequate quorum

## **OTHER AUTHORITIES OF THE UNIVERSITY**

### **S. 6: BOARD OF FINANCE AND ADMINISTRATION:**

#### **1. a. Constitution:**

There shall be Board of Finance and Administration of the University constituted by the Sponsoring Body under Section 21 (1) (d) of the Act. It shall consist of following members:

- i. Pro Chancellor – Chairperson
- ii. Director, Administration - Member ( to be nominated or appointed by Pro Chancellor)
- iii. Director, Finance - Member ( to be nominated or appointed by Pro Chancellor)
- iv. Registrar of the Sponsoring Body – Member
- v. Chief Finance and Accounts Officer of the University – Member
- vi. Registrar of the University - Non-Member Secretary

The Pro Chancellor shall be appointed by the Sponsoring body from amongst its members. He / she shall preside over the meeting of the Board of Finance and Administration. In the absence of Pro-Chancellor, his / her nominee shall preside over the meeting of the Board of Finance and Administration.

#### **b. Tenure:**

The tenure of the members of the Board of Finance and Administration shall be as decided by the Sponsoring Body from time to time but initially it shall be for period of two years. Members other than ex-officio members shall be eligible for re-nomination by the Pro Chancellor.

#### **2. Powers and Functions:**

The Board of Finance and Administration shall exercise following powers and functions in concurrence with Sponsoring Body:

- i. shall exercise all powers and functions as assigned by the Sponsoring body and / or the Chancellor of the University from time to time;
- ii. shall report to the Sponsoring Body and the Chancellor;

- iii. shall approve the annual accounts and annual budget estimates of the University and recommend the same to the Governing Body;
- iv. shall administer the properties and funds of the University including preparation of annual financial statement and estimates, annual audit, control/reduce/enhance budget allocations, borrow or lend funds;
- v. shall review the financial position of the University from time to time;
- vi. shall make recommendations to the Governing Body and Sponsoring Body on all financial policy matters of the University;
- vii. shall make recommendations to the Governing Body and Sponsoring Body on all proposals involving raising of funds, receipts and expenditure;
- viii. shall make recommendations to the Governing Body and Sponsoring Body on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget, needs to be incurred;
- ix. shall recommend to the Sponsoring Body appointment of teaching / non-teaching staff as required from time to time;
- x. shall examine all proposals relating to determination of pay scales, revision of pay-scales, up-gradation of the scales and those items which are not included in the budget prior to placing before the Governing Body and make necessary recommendations to the Sponsoring Body;
- xi. shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and the resources of the University. No expenditure shall be incurred by authorities/bodies/officers in excess of the limits so fixed;
- xii. no expenditure other than what has been provided in the budget shall be incurred by any authorities/bodies/officers of the University without the approval of the Chairperson, Board of Finance and Administration and such approval shall be reported to the Board of Finance and Administration in the immediate next meeting;
- xiii. shall recommend to the Sponsoring Body for creation of all types of posts, creation of assets, expenditure, budget, plans etc.;
- xiv. shall work in close co-ordination with the Governing Body and Board of Management for smooth functioning of the University;
- xv. to exercise such other powers and perform such other functions as may be assigned to it from time to time.

**3. Meeting:**

- i. The Board of Finance and Administration shall meet four times a year or as required on request of Pro Chancellor. The Pro Chancellor can requisition the meeting, as and when required in addition to regular meetings. The Registrar of the University shall convene the meeting on the instructions of Pro Chancellor;
- ii. Ordinarily three (3) days' notice shall be given for all meetings of the Board of Finance and Administration by hand /speed post /by email before the date of meeting. The Chairperson may, however, at his/her discretion, dispense with this requirement in the interest of the University;
- iii. The Chairperson may, on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University;
- iv. The Chairperson, shall preside over the meetings of the Board of Finance and Administration and in his/her absence, any other person nominated by the Chairperson shall preside over the meeting;
- v. The Chairperson may invite any outside expert/s for advice on specific matters. A person who is an invitee for the meeting of Board of Finance and Administration shall be entitled to take part in the deliberations relating to the topics in which he/she has concern, but shall have no right to vote;
- vi. The Registrar of the University shall be Non-Member Secretary of the Board of Finance and Administration and in his/her absence, any other person nominated by the Chairperson shall act as the Secretary;
- vii. Agenda, procedure for conduct of meeting, order of business and its manner and how the proceedings shall be recorded shall be decided by the Chairperson from time to time;
- viii. Quorum for the meetings of the Board of Finance and Administration shall be such as decided by the Chairperson from time to time. If there is no quorum as decided in the manner aforesaid, at the beginning, the meeting shall be adjourned by the Chairperson to a specific time on the same day or on a later convenient date and the members present for the meeting shall form the quorum for such adjourned meeting;

**4. Resolution:**

If 2/3rd members of the Board of Finance and Administration approves the agenda then, such agenda shall stand approved and resolution will be passed accordingly and circulated thereof.

## 5. Resolution by Circular:

Any matter or business or agenda of an urgent nature may be resolved by circulating a resolution issued by the Registrar of the University with prior concurrence of the Pro Chancellor to all the members of the Board of Finance and Administration for their approval. If 2/3rd members of the Board of Finance and Administration approves the same, such circulated resolution shall be deemed to have been passed.

## 6. Powers and Functions of the members of Board of Finance and Administration:

### a. Pro Chancellor:

The Pro Chancellor shall be one of the officers the University. The power and functions of the Pro Chancellor will be as defined in Statute 9.

### b. Director – Administration:

- i. The Director – Administration shall be nominated / appointed by the Pro-Chancellor.
- ii. He / she shall exercise all powers and functions assigned by the Pro-Chancellor from time to time.
- iii. He / she shall report to the Pro-Chancellor on all matters related to administration of the University.
- iv. He / she shall report all the matters related to creation of posts, appointments of the teaching and non-teaching employees, administration of the University to the Pro Chancellor.

### c. Director – Finance:

- i. The Director – Finance shall be nominated / appointed by the Pro Chancellor.
- ii. He / she shall exercise all powers and functions assigned by the Pro Chancellor from time to time.
- iii. He / she shall report to the Pro Chancellor on all matters related to finance of the University.
- iv. He / she shall report on all the matters related to finance, income-expenditure, budget of the university to the Pro-Chancellor.

## 7. Validity of proceedings of the Board of Finance and Administration:

Proceedings of the Board of Finance and Administration meetings shall not be invalidated-

- i. due to vacancies in Board of Finance and Administration.
- ii. due to non-receipt of meeting notice by any member or members.
- iii. due to defective nomination of any member
- iv. due to inadequate quorum

**S.7: BOARD OF STUDIES:**

- a. There shall be a Board of Studies for each Faculty. The Board of Studies will comprise:-
  - i. HOD / Director / Dean and one representative each from the concerned subjects;
  - ii. Two members to be nominated by the schools /department, from outside the University, from academia and / or Industry, upon approval of Vice-Chancellor
- b. One of the member of the Board of Studies as decided by the members of the Board of Studies shall be the Chairman of the Board of Studies.
- c. The term of the first Chairman shall be three years. The next Chairman shall be elected by the members of Board of Studies.
- d. The term of the nominated members of the board of studies shall be three years.
- e. The Vice Chancellor can constitute a Board of Studies for the subjects/courses to be started by the University as and when required.
- f. Detailed syllabus of the different courses of the school / department shall be prepared by the Board of Studies and be recommended the Academic Council for its approval.
- g. Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be recommend to the Academic Council for approval.
- h. Board of Studies shall be arranged at least twice a year.
- i. Board of Studies shall recommend the program structure, examination, evaluation and assessment structure, equivalence, credit system and credit transfer, new programs and courses to be launched, teaching learning pedagogy, evaluation pedagogy, recognition of prior learning scheme and related credit system, policies for course exemption and credit transfer and other relevant details pertaining to various courses of programs.

**S. 8. STUDENTS COUNCIL:**

- a. The Students' Council shall mainly function as a forum for addressing issues related to the students and their welfare.
- b. The Vice-Chancellor shall appoint on the Students' Council one student from each school/department/Faculty who should be a full time student in the University and who had secured the first position in order of merit in the preceding Examination.
- c. The Vice- Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of students' participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.

**S. 9. OFFICERS OF THE UNIVERSITY:**

The following shall be the officers of the university namely,

- A. The Visitor
- B. The Chancellor
- C. The Vice-Chancellor
- D. The Registrar
- E. The Chief Finance & Accounts Officer
- F. Other Officers - The Pro Chancellor
- G. Such other officers as may be declared by the statute from time to time

**S. 9.A: THE VISITOR:**

The Governor of Madhya Pradesh shall be the Visitor of the University. The Visitor, when present, shall preside over the Convocation of the University. The powers and functions of the Visitor shall be as prescribed in the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.

**S. 9.B: CHANCELLOR - APPOINTMENT, POWERS AND FUNCTIONS:**

1. The Chancellor shall be appointed by the sponsoring body under section 16(1) of the Adhiniyam (Act) with the approval of the Visitor. The Sponsoring Body shall submit the name and details of the proposed Chancellor for approval of the Visitor.
  - i. The Chancellor shall be Head of the University
  - ii. The Chancellor shall preside over the meeting of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the University for conferring degrees, diplomas or other academic distinctions.
  - iii. The Chancellor shall have the powers,
    - a. to appoint and remove the Vice-Chancellor;
    - b. to appoint the Acting Vice-Chancellor for an interim period, in the absence of a Vice Chancellor;
    - c. to call for any information or record;
    - d. such other powers as may be conferred by the Statutes from time to time.
2. The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of Visitor by following the due procedures.

3. Provided that on expiry of his/her term the Chancellor shall continue to hold his/her office until either he/she is reappointed or his/her successor enters upon his office, whichever is earlier.
4. In case of an emergency like illness, absence or death of the Chancellor, the Sponsoring Body shall nominate a person to perform duties of Chancellor, till the Chancellor reassumes his/her office or the new Chancellor is appointed, whichever is earlier, for a period not exceeding six months.
5. It shall be the duty of the Chancellor to ensure that the Adhiniyam (Act), the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
6. The Chancellor shall exercise general control over the officers of the University other than the Visitor and affairs of the University.
7. Any dispute amongst Officers, Officers and/or Authorities or amongst Authorities of the University shall be referred to the Chancellor and his/her decision in the matter shall be final and binding.
8. The Chancellor shall be entitled to receive honorarium and such other perquisites, as may be decided by the Sponsoring Body from time to time.
9. The Chancellor may in writing resign from his/her office by addressing a letter to the Visitor. The Chairman of the Sponsoring Body shall forward his/her resignation to the Visitor and after Visitor's approval, shall accept his/her resignation and propose a new name to the visitor as per clause (1) of this statute.

#### **S. 9.C: VICE-CHANCELLOR - APPOINTMENT, POWERS AND FUNCTIONS:**

##### **1. Appointment:**

- a. The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the selection committee constituted for the purpose.
- b. The selection committee referred to in clause (1) above shall consist of the following members, namely:
  - i. Two eminent academicians nominated by the Sponsoring Body; and
  - ii. One eminent person nominated by the State Government.
- c. The Chancellor shall appoint one of the members of the selection committee as Chairman.
- d. The selection committee shall submit a panel of at least three (3) eminent academicians for the appointment of Vice-Chancellor.

- e. Provided that if the Chancellor does not approve the recommendation of the selection committee, he/she may call for fresh recommendation from the selection committee through due process mentioned above.
- f. Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the university.
- g. The Vice-Chancellor shall, subject to the provision contained in clause (1) above, hold office for a term of four years.
- h. Provided that a Vice-Chancellor shall continue to hold the office even after expiry of his/her term till a new Vice-Chancellor joins, however in any case this period shall not exceed 6 months.
- i. Provided that, on the expiry of his/her term, the Vice Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice Chancellor shall be considered by the Governing Body at least three months before the expiry of his/her term, and if approved by the Governing Body, the proposal shall be sent to the Chancellor for his/her approval. After Chancellor's approval the Vice Chancellor will be reappointed by the Chancellor for another term.
- j. Provided further that, in case of an emergency like illness, long absence, resignation or death of a Vice Chancellor, the Chancellor shall assign the duties of the Vice Chancellor to an appropriate person. However this period of interim arrangement shall not exceed more than six months.
- k. The Vice Chancellor shall receive pay and other allowances as decided by the Sponsoring Body from time to time.
- l. The Vice Chancellor may by writing under his/her hand addressed to the Chancellor, resign his/her office.
- m. If at any time upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor—
  - i. has made default in performing any duty imposed on him/her by or under this Adhiniyam (Act); or
  - ii. has acted in a manner prejudicial to the interest of the university; or
  - iii. is incapable of managing the affairs of the university,
  - iv. the Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not, expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his/her office from such date as may be specified in the order.
- n. No order under sub-section (13) shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he/she is given reasonable opportunity of showing cause against the proposed order.

- o. As from the date specified in the order under sub-section (13), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.

**b. Powers and Functions:**

- a. The Vice-Chancellor shall be the principal executive and academic officer of the university and shall exercise general superintendence and control over the affairs of the university and shall execute the decisions of various authorities of the university;
- b. The Vice-Chancellor shall preside at the convocation of the university in the absence of the Visitor and the Chancellor;
- c. If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Adhiniyam (Act), he/she may take such action as he/she deems necessary, and shall at the earliest opportunity thereafter report his/her action to the Chancellor as well as such officer or authority as would have in the ordinary course dealt with the matter;
- d. Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final;
- e. Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within three months from the date on which such action communicated to him/her, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three month from the date of appeal;
- f. If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the power conferred by this Adhiniyam (Act) and Statutes, Ordinances or Regulations made thereunder or is likely to be prejudicial to the interests of the university, he/she shall request the concerned authority to revise its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be decided by the Chancellor;
- g. It shall be the duty of the Vice Chancellor to ensure that the provisions of the Adhiniyam (Act), Regulations and Rules of the University are duly observed and implemented and he/she shall have all the necessary powers in this regard;
- h. The Vice Chancellor shall exercise all other powers as may be delegated to him/her by the Governing Body and the Sponsoring Body;

- i. The Vice Chancellor shall have the power to re-delegate some of his/her powers to any of his/her sub-ordinate officers with the concurrence and approval of the Chancellor and Governing Body.
- j. The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes and the Ordinances from time to time;
- k. The Vice-chancellor shall act in consultation with the Chancellor, Governing Body and the Sponsoring Body at all times for all his/her actions / matters pertaining to the University. If in case of difference in opinion between Vice-Chancellor and Chancellor, the decision of the Chancellor shall be final and binding;
1. The Vice Chancellor shall work in close coordination with the Pro Chancellor and Board of Finance & Administration on all matters related to the University for its smooth functioning;

#### **S. 9.D: REGISTRAR – APPOINTMENT, POWERS AND FUNCTIONS:**

The Registrar shall be a full time salaried officer of the University and shall discharge his/her duties under general superintendence and control of the Vice- Chancellor.

##### **a. Appointment:**

1. The appointment of the Registrar shall be made by the Governing Body on the recommendation of expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Adhiniyam (Act). The Expert Committee shall consist of:
  - i. Vice- Chancellor - (Chairman)
  - ii. Nominee of the Chancellor
  - iii. Two expert members nominated by the Sponsoring Body
2. When the office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his/her duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
3. If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Chancellor may upon the request of the Vice-Chancellor or may suo moto issue an order for removal of Registrar in such an event the Registrar shall be deemed to have relinquished his/her office from the date of the order.
4. The Registrar shall receive pay and other allowances as decided by the Governing Body with consultation of the Sponsoring Body, from time to time.
5. The Registrar may resign his/her office in writing by letter addressed to the Chancellor.

**b. Duties:**

Duties of the Registrar shall include:

1. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
2. The Registrar shall be Non-Member Secretary of the Governing Body, Board of Management, Academic Council and Board of Finance & Administration but he/she shall not have right to vote.
3. Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
4. To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee.
5. To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body / Board of Management from time to time.
6. To discharge all such functions as assigned to him/her by the Chancellor/Vice-Chancellor / Governing Body of the University from time to time.
7. To take disciplinary action against the non-teaching employees working in the University and can suspend them, even if inquiry pending, with the approval of the Vice-Chancellor and/or Chancellor.  
An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
8. Shall work in close co-ordination and consultation with the Board of Finance and Administration for smooth functioning of the University;
9. For all important administrative matters, appointments, disciplinary actions against non-teaching employees of the University or important legal matters of the University, the Registrar shall always act in concurrence with the Chancellor and Sponsoring Body.

**S. 9.E: CHIEF FINANCE & ACCOUNTS OFFICER – APPOINTMENT, POWERS AND FUNCTIONS:**

The Chief Finance & Accounts Officer (CFAO) shall be a full time salaried officer of the University and shall discharge his /her duties under general superintendence and control of the Vice Chancellor.

**a. Appointment:**

The appointment of the CFAO shall be made by the Chancellor on the recommendation of the Sponsoring Body.

1. When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence or due to any other reason, unable to perform his/her duties of the office, the duties of the office shall be performed by the person appointed by the Chancellor / Pro Chancellor.
2. The CFAO shall receive pay and other allowances as decided by the Sponsoring Body from time to time.
3. The CFAO may resign his/her office in writing by letter addressed to the Chancellor

**b. Duties:**

Duties of the CFAO shall include:

1. shall manage the accounts, maintaining the records of the University properly, and for regularly getting them audited.
2. shall maintain the financial records and any such other finance related records of the University as the Governing Body may decide from time to time.
3. shall discharge all such functions as assigned to him/her by the Chancellor/Vice Chancellor/Pro Chancellor / Governing Body of the University from time to time.
4. Shall work in close co-ordination and consultation with the Board of Finance and Administration for smooth functioning of the University;
5. For all important financial matters, expenditure and Budget the CFAO shall act in consultation with the Chancellor, Pro Chancellor and Sponsoring Body.

**Other Officers of the University****S: 9.F. PRO CHANCELLOR - APPOINTMENT, POWERS AND FUNCTIONS:**

- a. The Pro Chancellor shall be appointed by the Sponsoring body from amongst the members of the Sponsoring Body.
- b. He / she shall exercise all powers and functions as assigned by the Chancellor and / or Sponsoring Body from time to time.
- c. He/she shall assist the Chancellor in the efficient functioning and administration of the University
- d. He / she shall report to the Chancellor and Sponsoring Body.

- e. He / she shall be the Chairperson of the Board of Finance and Administration and preside over the meetings of Board of Finance and Administration.
- f. He / she shall approve the appointment of all teaching and non-teaching staff of the University and recommend the same to the Sponsoring Body under his/her signature.
- g. He / she shall approve limits related to incurring of the expenditure of the University by any officer / authority and lay down policy/s for incurring of expenses.
- h. He / She shall exercise overall financial control over the university finances and shall advise the Governing Body, Board of Management, Sponsoring Body regarding the budget, expenses, future investment plans, creation of assets and related matters.
- i. Registrar and Chief Finance & Accounts Officer of the University shall exercise their powers in concurrence with the Pro Chancellor.
- j. Pro Chancellor shall constitute such other committees as may be required from time to time for smooth functioning of the University.

#### **S.10: APPOINTMENT OF TEACHERS OF THE UNIVERSITY:**

- a. The Sponsoring Body shall be responsible for creation of teaching and non-teaching posts and for filling up vacancies at all levels from time to time including their performance appraisal, promotion, demotion and other HR matters.
- b. The Sponsoring Body upon recommendation of Board of Finance & Administration shall appoint necessary teaching and non-teaching staff of the University.
- c. Teacher shall be appointed strictly on merit basis.

#### **S.11: CATEGORIES OF THE NON-TEACHING EMPLOYEES:**

The following types of non-teaching employees will be employed by the University

1. Employees on Substantive Posts
  - i. Probationer
  - ii. Confirmed employee
2. Contractual employee
3. Ad-Hoc employee

The terms and service conditions of the above type of employees and arbitration procedure shall be described from time to time.

## **S.12: RESOLUTION OF DISPUTES AND DISCIPLINARY ACTION FOR OFFICERS, TEACHERS, EMPLOYEES AND STUDENTS:**

The Vice-Chancellor in consultation with Chancellor shall be responsible for laying down the policy for resolution of disputes and grievances between authorities, teachers, officers and other employees and the students of the University by way of arbitration.

## **S.13: CONVOCATION:**

- a. A Convocation for the award of the Degrees, Diplomas and other Distinctions of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- b. The Board of Management shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- c. The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice-Chancellor shall preside over the convocation function.

## **S.14: CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS:**

- a. The Board of Management may consider and recommend to the Governing Body the conferment of an honorary degree or other academic distinction on any person, without requiring him/her to undergo any test or examination, on the ground solely that he/she, by reason of his/her eminent position, attainments and public service, is a fit and proper person to receive such degree or other academic distinction.

Provided that, the Governing Body shall not entertain or consider any proposal in that behalf without the Vice-Chancellor having obtained the previous approval of the Chancellor.

- b. The Governing Body may suo motu take a decision to award Honorary degree or other academic distinction as in (1) above.

## **S.15: PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS:**

- a. All the courses/programs in the University will be run on self-finance mode. The University may charge the following types of fees from the students;

- i. Prospectus / Registration fee
  - ii. Admission fees
  - iii. Tuition fees
  - iv. Examination fees
  - v. Library fees
  - vi. Late fees
  - vii. Hostel and Mess fees
  - viii. University Development fund
  - ix. Laboratory fees
  - x. Caution money / Deposit etc.
- b. The University can introduce other heads of fees from time to time. The component of fees shall vary from course / program.
  - c. In addition, fees for duplicate mark sheets, revaluation, and exam admit card, issuance of degree/migration and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
  - d. The fee structure of various courses /programs and provision of exemption for various categories of students shall be decided by the University from time to time and will be made available to the students along with the prospectus for the concerning session.

**S.16: ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY:**

- a. The Governing Body in concurrence with Board of Finance & Administration and Sponsoring Body may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes etc. of the recurring nature.
- b. The Sponsoring Body through Board of Finance & Administration shall administer all the endowments.
- c. The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- d. The Board of Finance & Administration shall prescribe the conditions of depositing the endowment in a nationalized Bank in concurrence with the Sponsoring Body.
- e. In case any endowment is accepted, the Governing Body in co-ordination with Board of Finance & Administration, shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment etc.

- f. Approval of awardees of fellowships, scholarships, medals and prizes etc. as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by Governing Body in consultation with Board of Finance & Administration.

#### **S.17: ADMISSION OF STUDENTS AND RESERVATION OF SEATS:**

- a. Admission to various courses / programs of the University shall be strictly on merit & shall be governed by the policies as described in the ordinances from time to time.
- b. The University may conduct its own entrance test, if necessary, or may utilize the list of results of such entrance examination/ test conducted by different State/ National / Professional Bodies.
- c. Number of students per program / course will be fixed as per the rules and regulations prescribed by concerned regulatory bodies from time to time.
- d. Policy of admissions including regulation for reservation of seats from various categories of students shall be in accordance with the policies of the State Government and as described in the Ordinances from time to time.

#### **S.18: ANNUAL REPORT AND THE ANNUAL ACCOUNTS:**

- a. The Annual Report of the University shall be finalized by the Board of Management.
- b. The Board of Management shall place the Annual Report to the Governing Body for its approval.
- c. The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.
- d. The Annual Accounts of the University along with the Income and Expenditure Accounts, duly audited by the Chartered Accountant after the approval by Governing Body will be submitted to the Sponsoring Body.
- e. A copy of the Annual Report and the Annual Accounts prepared under Sub –section 38(3) of the Adhiniyam (Act) 2007 are presented to the visitor and the M.P. Private University Regulatory Commission after its approval by the Governing Body.